



Discover Microsoft Copilot for Microsoft 365



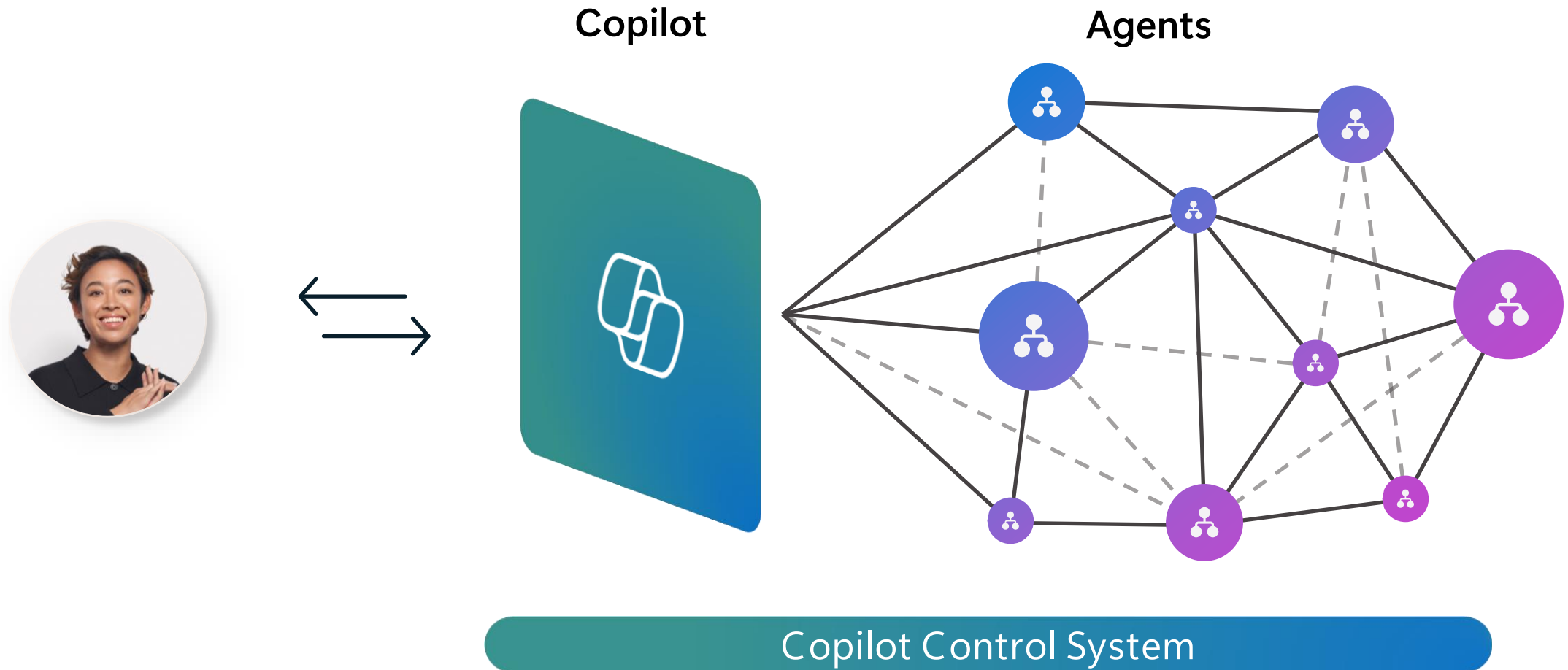
Jorijn de Munnik, Solutions Sales Specialist

Copilot Inspiration Session
June 3 , 2025

The age of Copilots
has arrived.



Copilot is the UI for AI





Copilot for Microsoft 365

Unlock productivity and unleash creativity

Natural Language



Large Language
Models

+



Microsoft Graph
- Your Data -

+



Microsoft 365
Apps

+

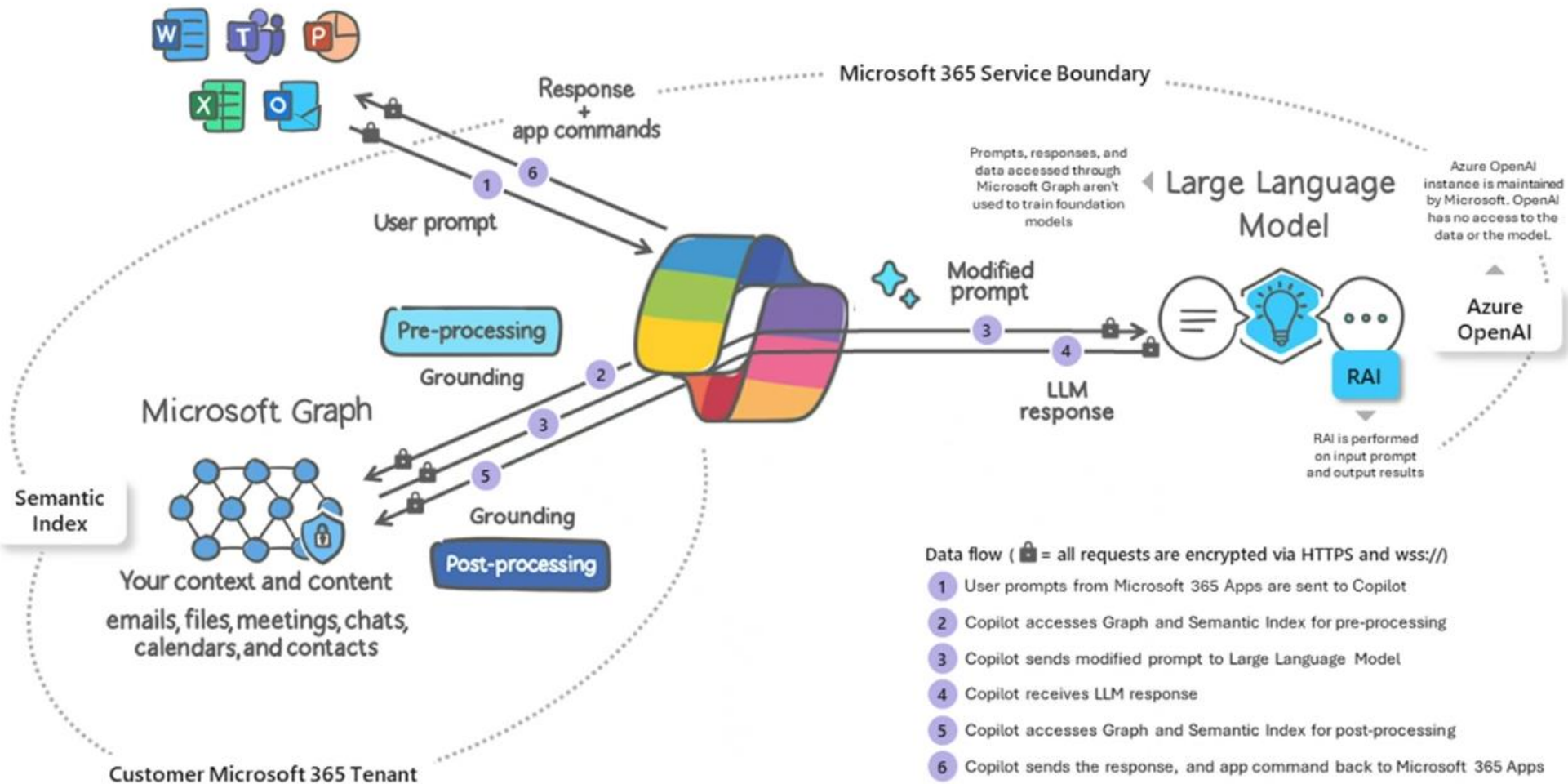


The
Web



Microsoft 365 Apps

Microsoft 365 Copilot

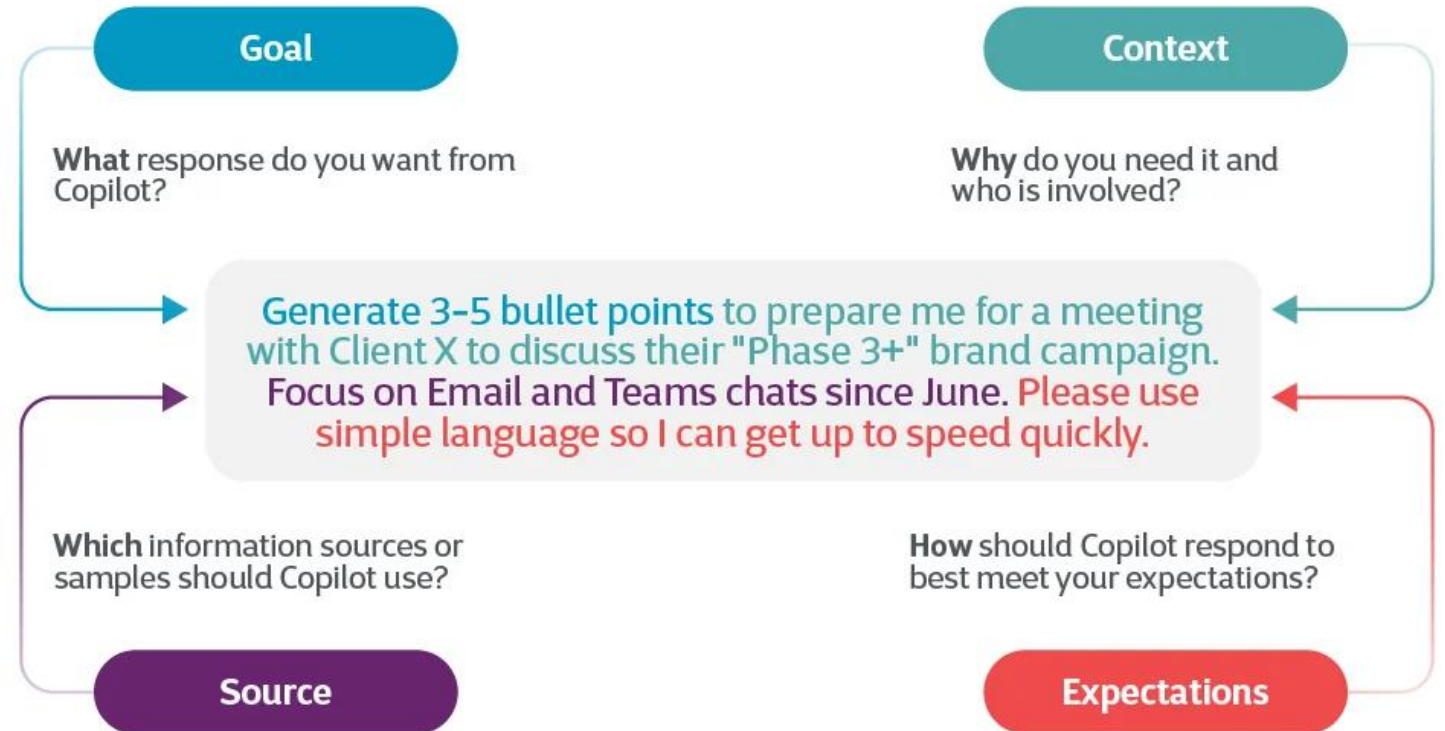


Writing effective prompts

Best practices

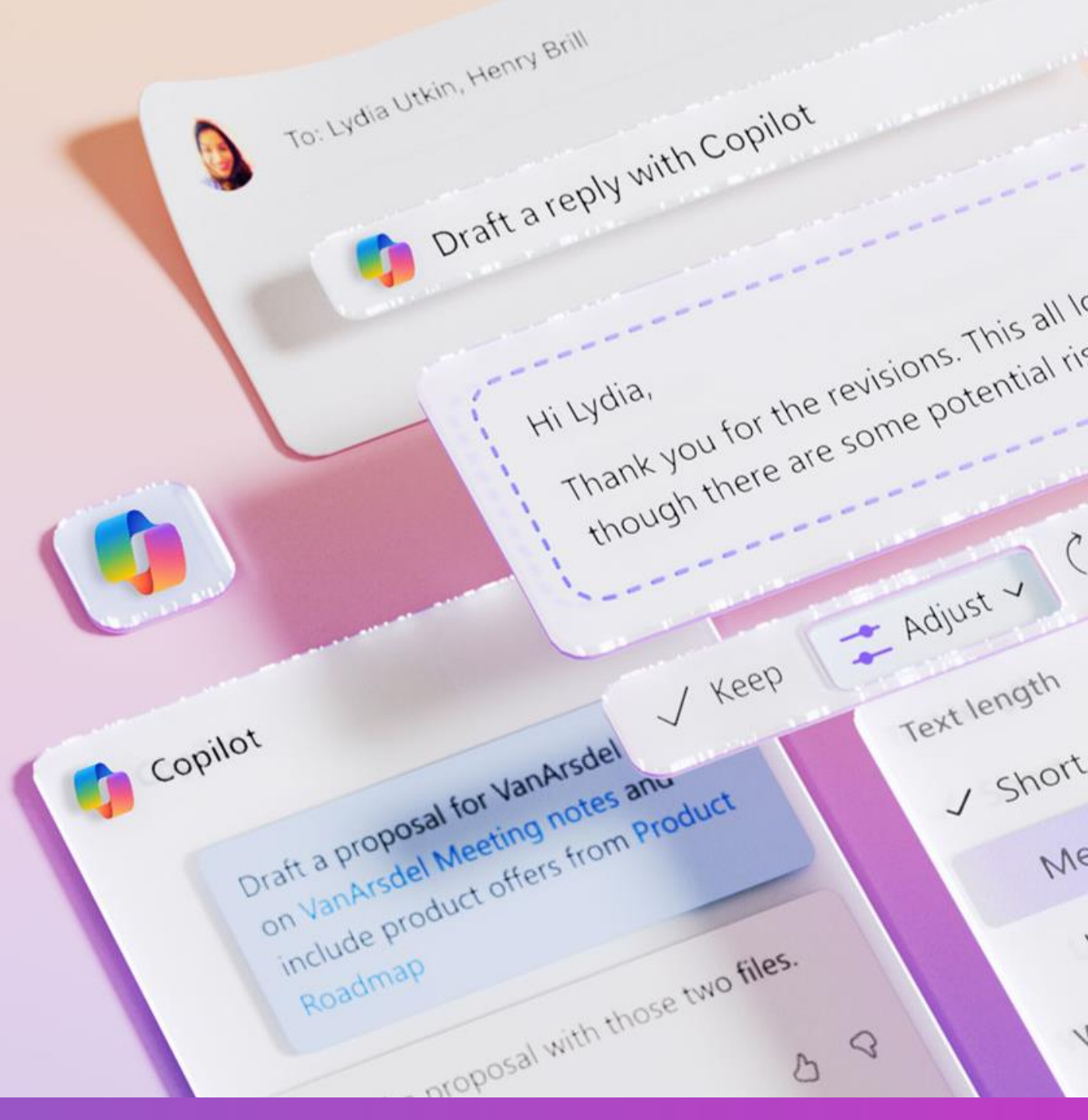
- 1 **Be specific** about what you want Copilot to do. Clear goals lead to better responses.
- 2 **Add some context** to help Copilot understand what you're asking. Context makes the response more relevant.
- 3 **Provide some examples** for Copilot to use. This helps ground the response in the right context.
- 4 Let Copilot know how you want the response **to be formatted**. This sets clear expectations.

The art of the prompt

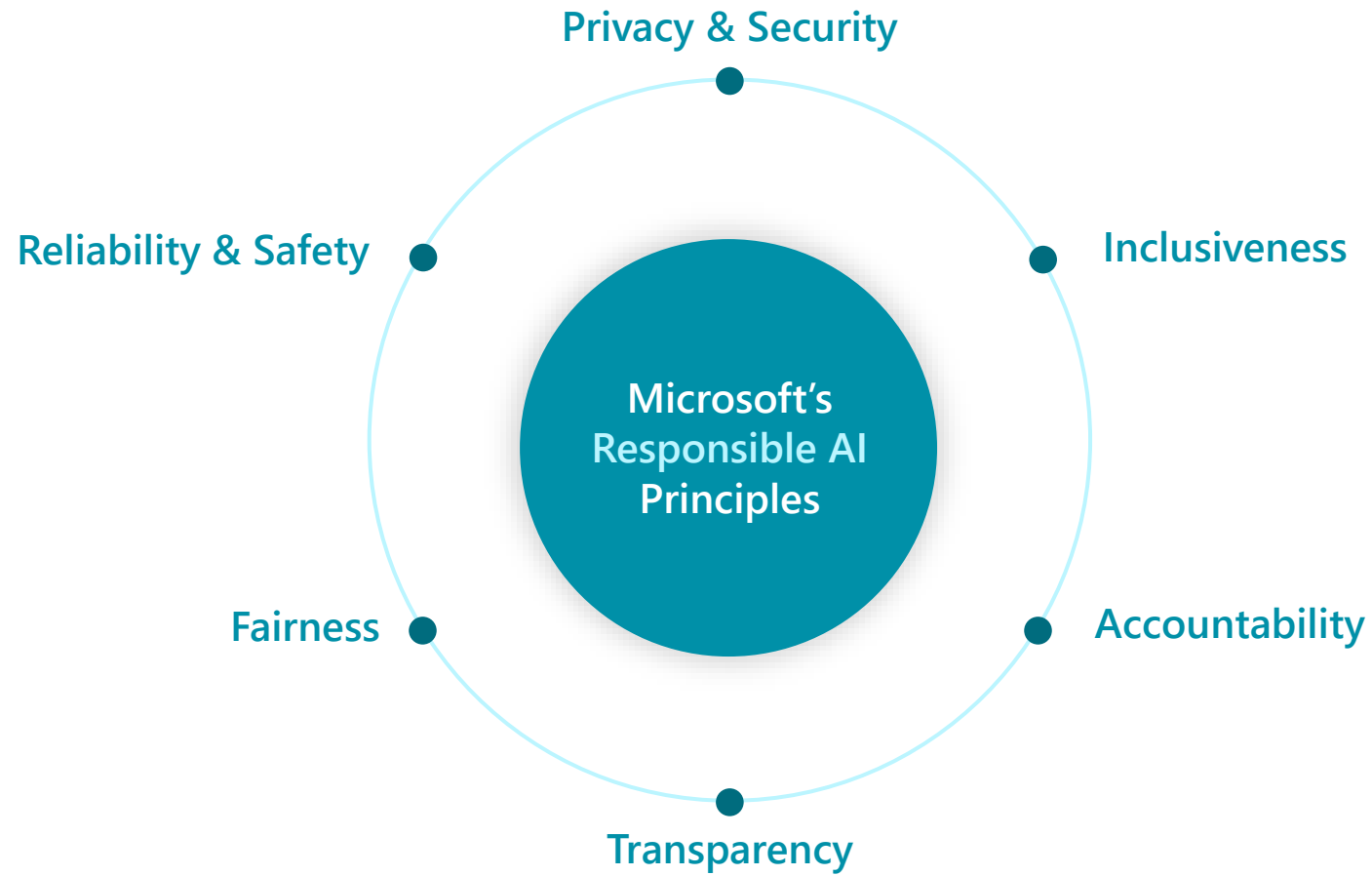


Copilot for Microsoft 365

Responsible AI



Responsible AI



Building blocks to enact principles





Microsoft 365 Copilot

- 1 Consistent UI for AI
- 2 Integrated in the tools millions use every day
- 3 Platform for agents and extensibility
- 4 Enterprise-grade security, privacy, and compliance
- 5 Flexible purchasing and deployment options
- 6 Measure AI impact and business value



We secure your data at rest and in transit

You control your data

Your data is not used to train or enrich foundation models

You're protected against AI security and copyright risks



**Microsoft 365
Copilot is built
on trust**



Concerns we've heard from you...



Shadow AI use

78%

of AI users use BYOAI

75% of employees are using AI, which means ~58% of employees are bringing their own AI to work¹.



Lack of protection

97%

of organizations

have concerns about implementing AI due to the lack of controls to mitigate risks of data leakage².



Increased AI regulations

By
2027

at least one global company will see its AI deployment banned by a regulator for noncompliance with data protection or AI governance legislation².

1. [2024 Work Trend Index Annual Report from Microsoft and LinkedIn: AI at Work Is Here. Now Comes the Hard Part](#)

2. [Securing data in an AI-first world with Microsoft Purview, Nov 15, 2023](#)



Top security and governance concerns about generative AI

Data oversharing
and data leaks

80%

of leaders cited
leakage of sensitive
data as their main
concern¹

Identification of
risky AI use

41%

of security leaders cited that
the identification of risky users
based on queries into AI was
one of the top AI controls they
want to implement²

AI governance and
risk visibility

84%

Want to feel more confident
about managing and
discovering data input into AI
apps and tools²

1. First Annual Generative AI study: Business Rewards vs. Security Risks, Q3 2023, ISMG, N=400

2. [Microsoft data security index 2024 report](#)



Microsoft 365 Copilot is the AI assistant you can trust



Security

Honors your existing permissions

Persistent label inheritance
and DLP policies

Address oversharing concerns with
built-in content governance



Governance & Compliance

Ramp your data preparedness for AI

Detect and investigate non-
compliant usage

Guided assistance to remain
compliant with AI regulations



Privacy

You control your data

You control your data location

Your data isn't used to train
foundation models

Your Microsoft 365 security, governance, compliance, and privacy policies



Copilot Compliance

Trust but verify

ISO 27001

ISO 42001



SOC1

SOC2

SOC3



CSA STAR

GDPR



Microsoft is built on trust

1

Your data **is**
your data

2

Your data **is**
not used to
train or enrich
foundation
AI models

3

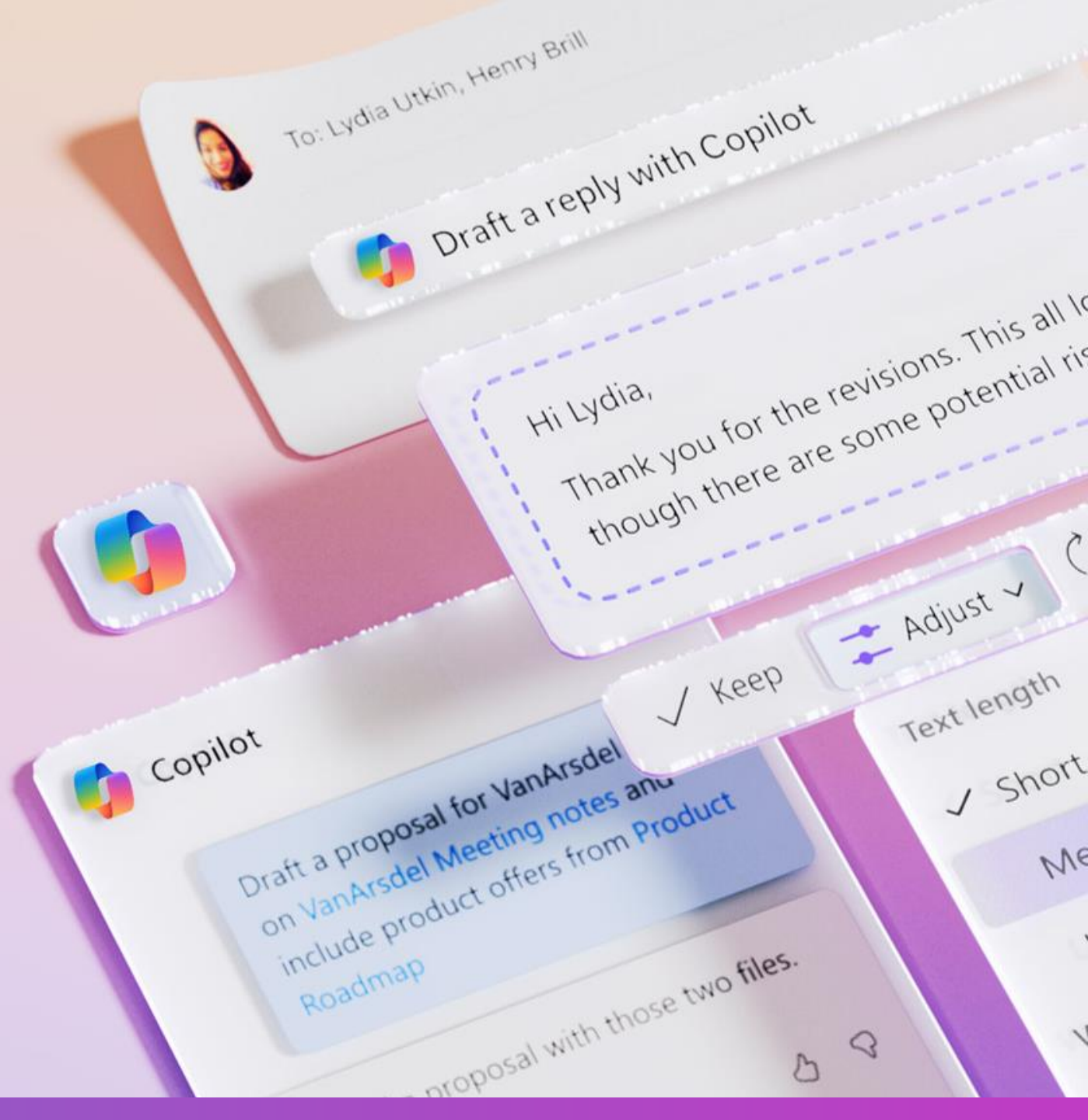
Your data and
AI models **are**
protected at
every step

4

Our Customer
Copyright
Commitment



Copilot for Microsoft 365 Overview



Copilot writes, edits, summarizes, creates right alongside you



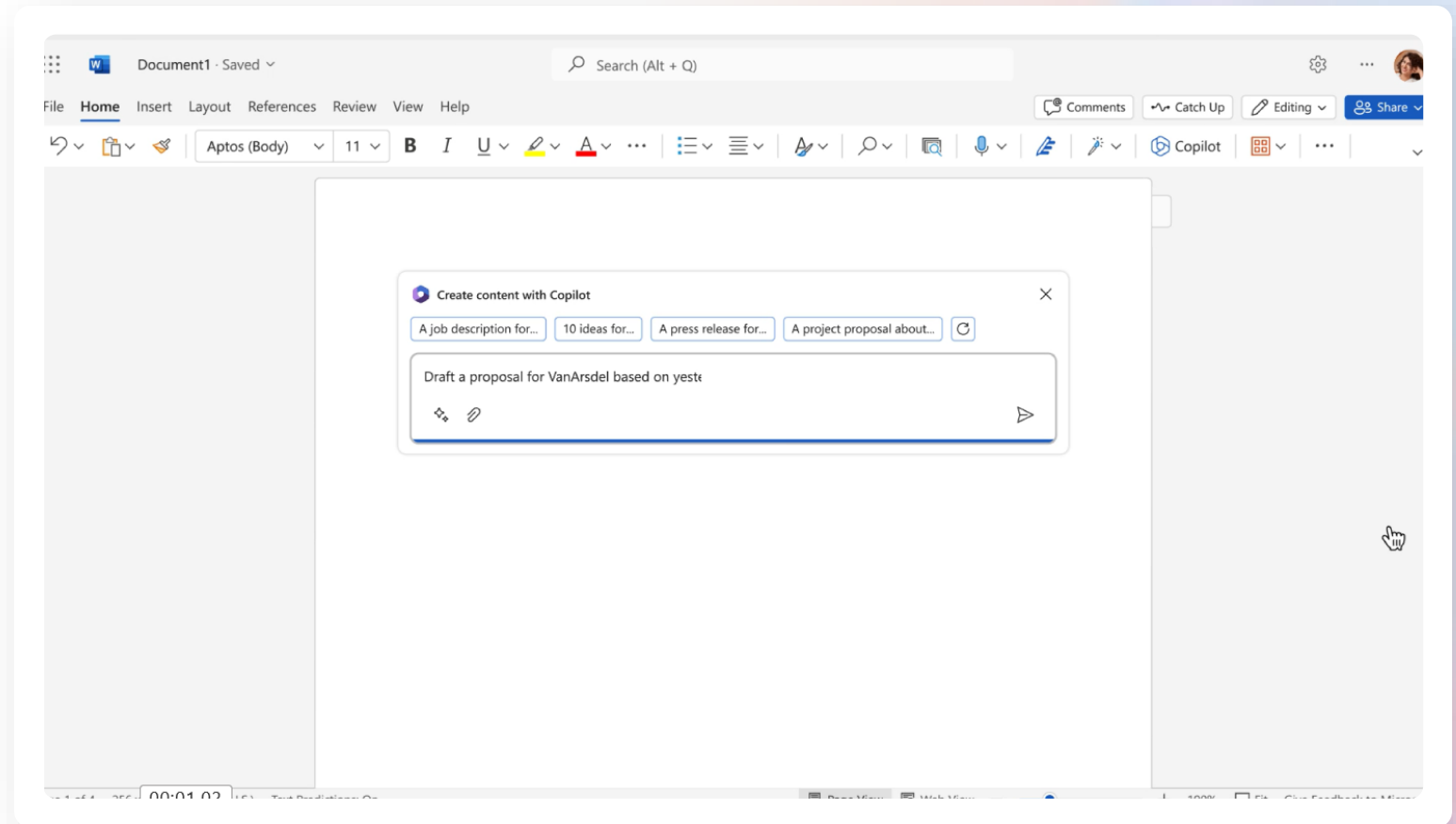
Copilot in Word

Some example prompts you can ask Copilot

Draft a two-page project proposal based on the data from [document] and [spreadsheet].

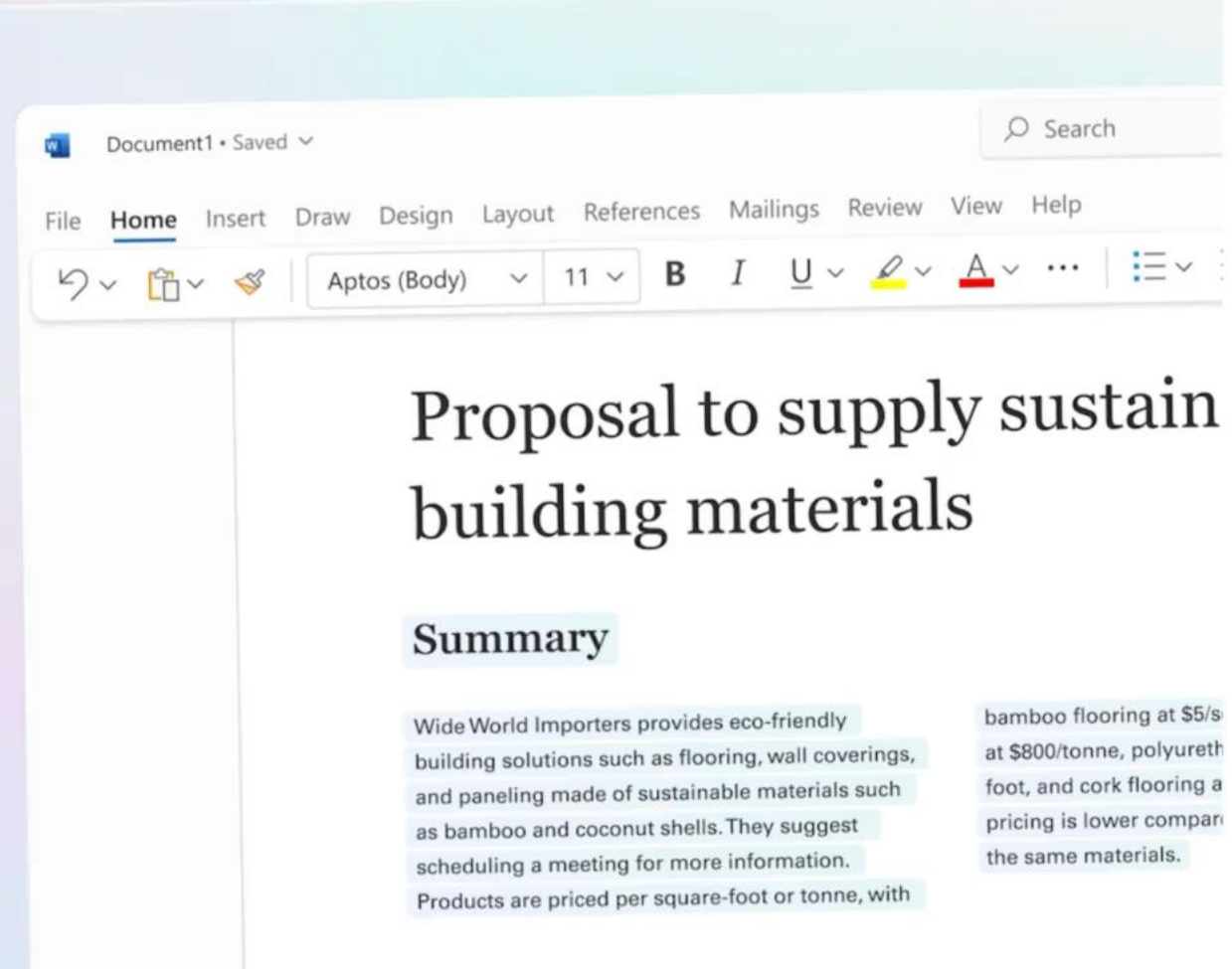
Make the third paragraph more concise. Change the tone of the document to be more casual.

Create a 1-page draft based on this rough outline.



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Copilot in Word



Demo Slide

Copilot helps you turn your ideas into stunning presentations



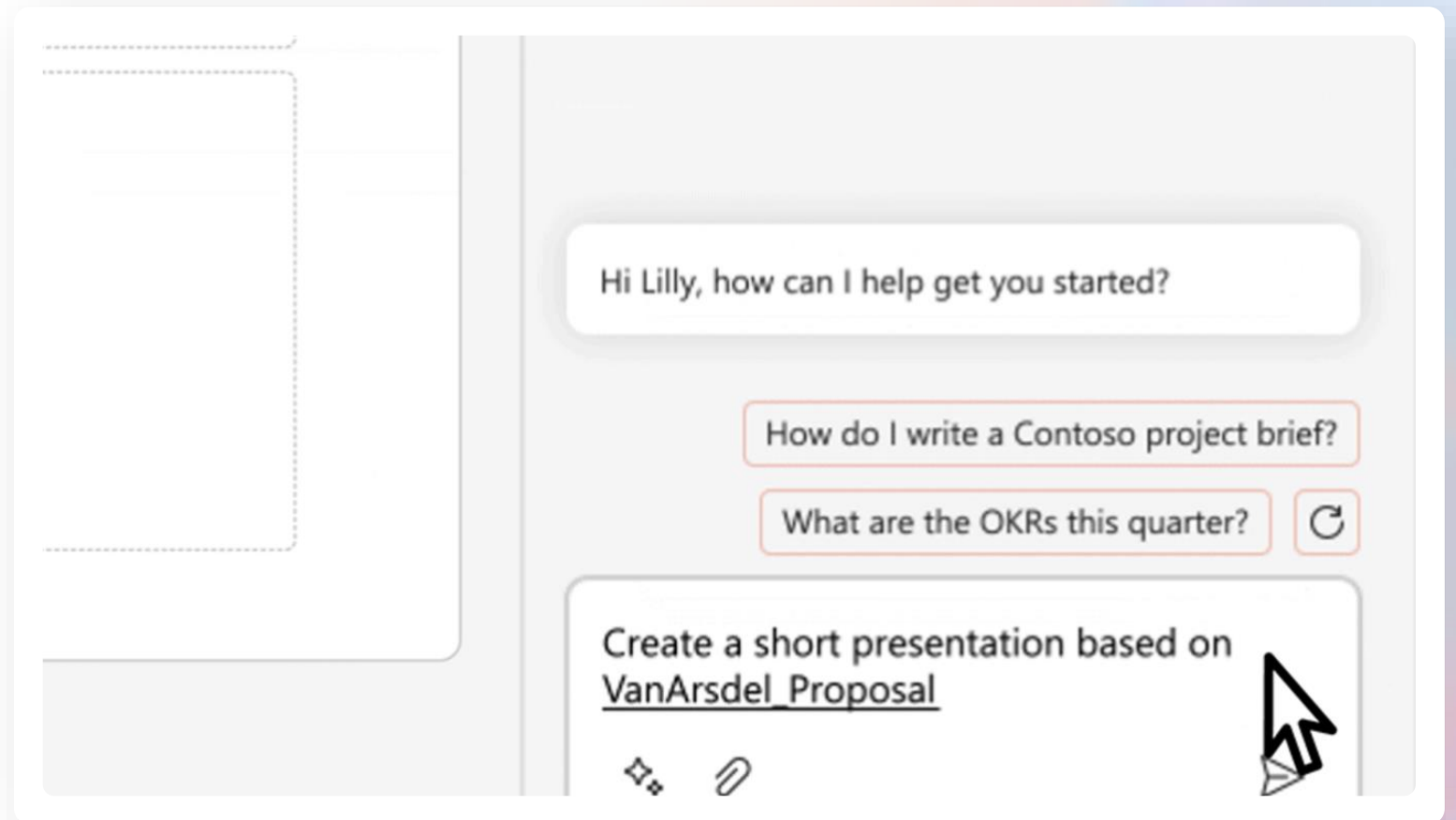
Copilot in PowerPoint

Some example prompts you can ask **Copilot**

Create a five-slide presentation based on a Word document, include relevant stock photos.

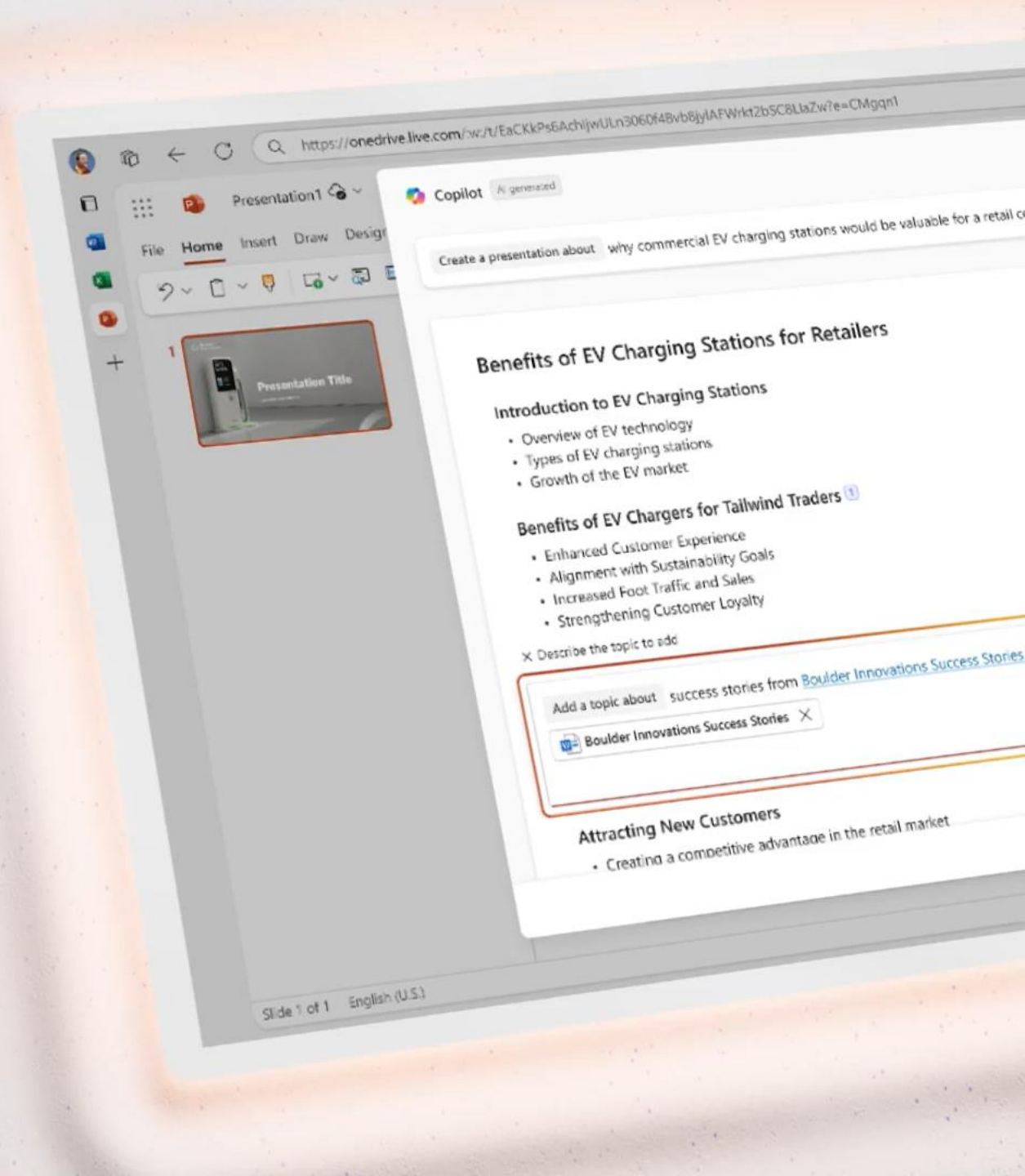
Consolidate this presentation into a three-slide summary.

Reformat these three bullets into three columns, each with a picture.



Microsoft 365 Copilot

Copilot in PowerPoint Narrative builder



Demo Slide

Copilot works with you in cleaning your inbox and messages



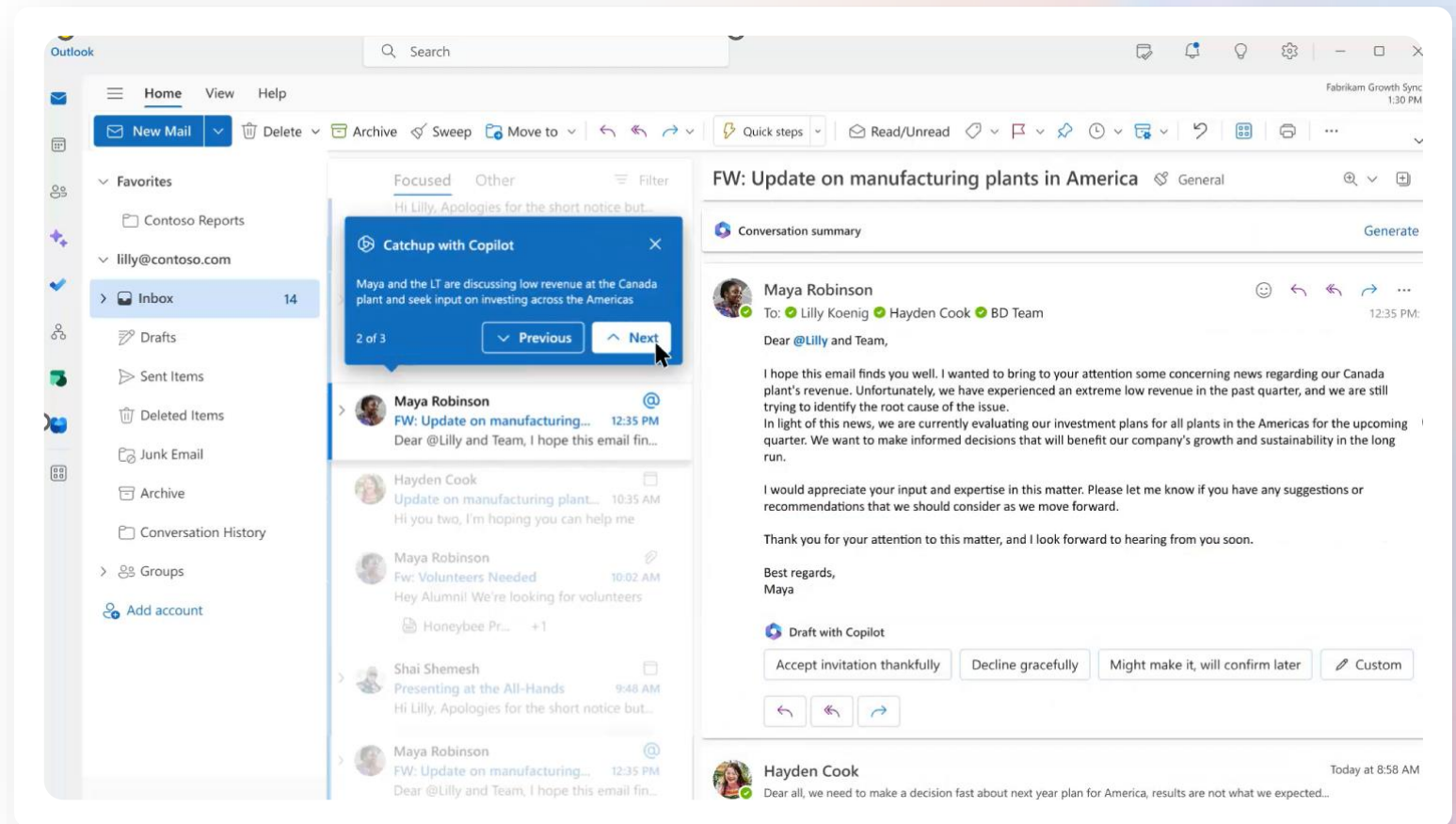
Copilot in Outlook

Some example prompts you can ask **Copilot**

Summarize the emails I missed while I was out. Flag important items.

Draft a response thanking them and asking for more details; shorten this draft and make the tone professional.

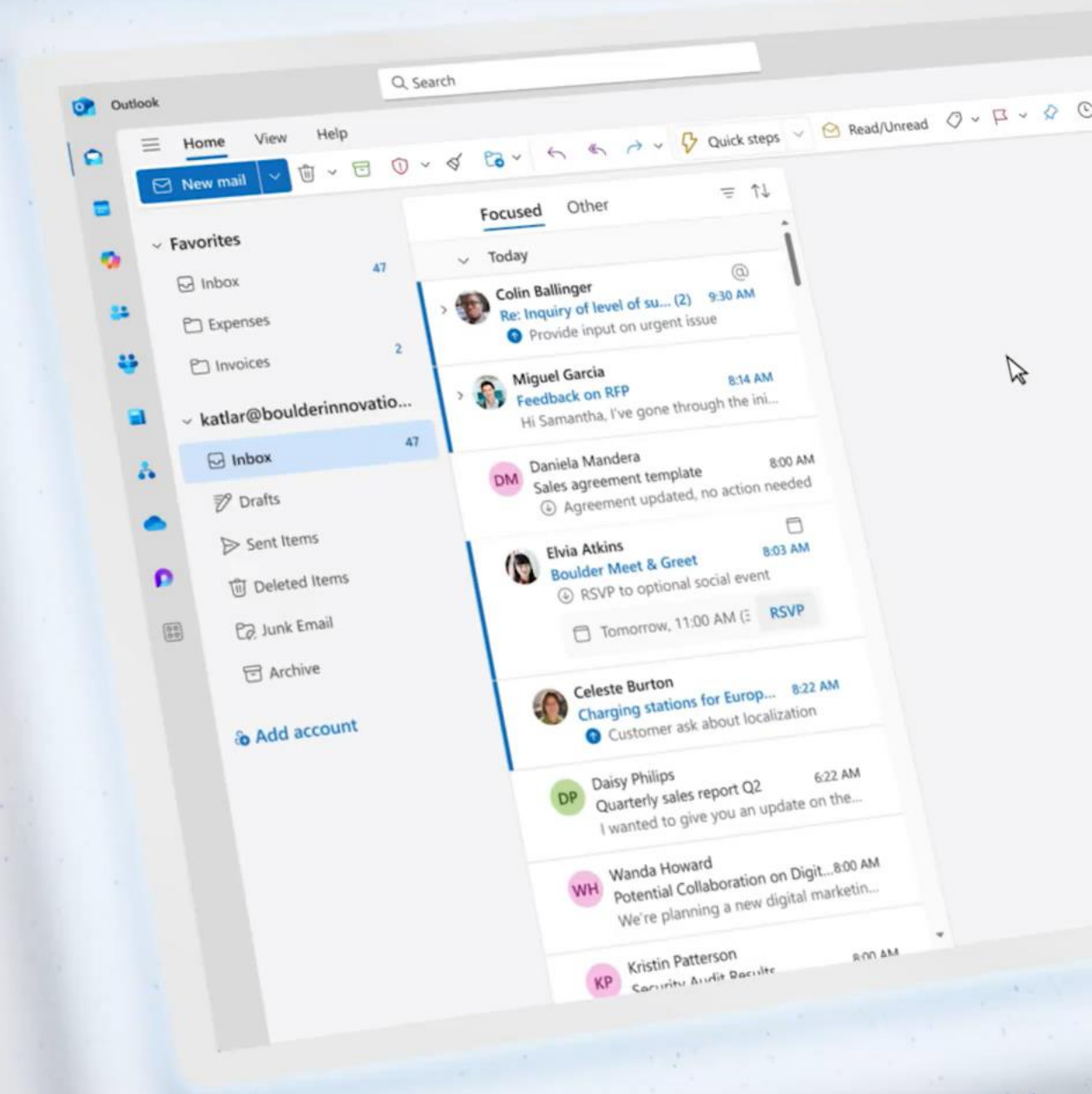
Invite everyone to a “lunch and learn” about new product launches next Thursday at noon.



Microsoft 365 Copilot

Copilot in Outlook

Prioritize my inbox



Demo Slide

Copilot helps you run effective meetings, get up to speed, organize key discussion points, and summarize actions



Copilot in Teams Meetings

Some example prompts you can ask **Copilot**

Summarize what I've missed in the meeting.

Create a table of pros and cons for [topic].

What decisions were made, and what are some suggested next steps?

The screenshot displays a Microsoft Teams meeting window titled "Supply Chain Implications". The meeting duration is 03:00. The top toolbar includes icons for Chat, People (4), Raise, React, View, Notes, Copilot, Apps, More, Camera, Mic, and Share. A "Leave meeting" button is in the top right. The main area shows four video feeds of participants: Beth Andrews, Crystal McKinney, Ray Tanaka, and Reta Taylor. On the right, the Copilot sidebar is open, showing a summary of the meeting. The summary includes a list of key points: "Recyclable and bio packaging lead time" and "Inventory and demand". Below the summary, there is a "Copy" button and a "3 references" dropdown. A question is asked: "How does the group feel about the inventory status?". At the bottom of the sidebar, there is a "Scanning references..." progress bar and a "Stop generating" button.

Supply Chain Implications

03:00

Chat People Raise React View Notes Copilot Apps More Camera Mic Share Leave meeting

Beth Andrews

Crystal McKinney

Ray Tanaka

Reta Taylor

Copilot

days) for renewable energy products.

- **Recyclable and bio packaging lead time:**
The lead times for recyclable (6 days) and bio packaging (4 days) products were satisfactory and competitive.
- **Inventory and demand:**
Serena and Beth planned to have a follow-up discussion.

Copy

3 references

12:17 PM

How does the group feel about the inventory status?

Copilot 11:30 AM

Scanning references...

Stop generating



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Copilot in Teams Meetings

The screenshot displays the Microsoft Teams interface during a meeting. The top navigation bar includes a search bar and navigation icons. The left sidebar shows standard Teams navigation options: Activity, Chat, Teams, Calendar, Calls, Files, and Apps. The main meeting area is titled "Core accounts business review" and includes tabs for Chat, Details, Files, and Recap. The meeting date and time are "Mar 16, 10:00 AM".

Below the meeting header, the "Shared content" section displays a file named "Proseware Proposal.pptx". A video player shows a screen recording of a presentation slide, with a play button and a duration of "48m 42s".

On the right side, the "Notes" tab is active, showing Copilot-generated notes for the meeting. The notes are attributed to "Core accounts.loop" and titled "Quarterly results and forecasts for Core Account".

Summary

Based on what attendees said in the meeting

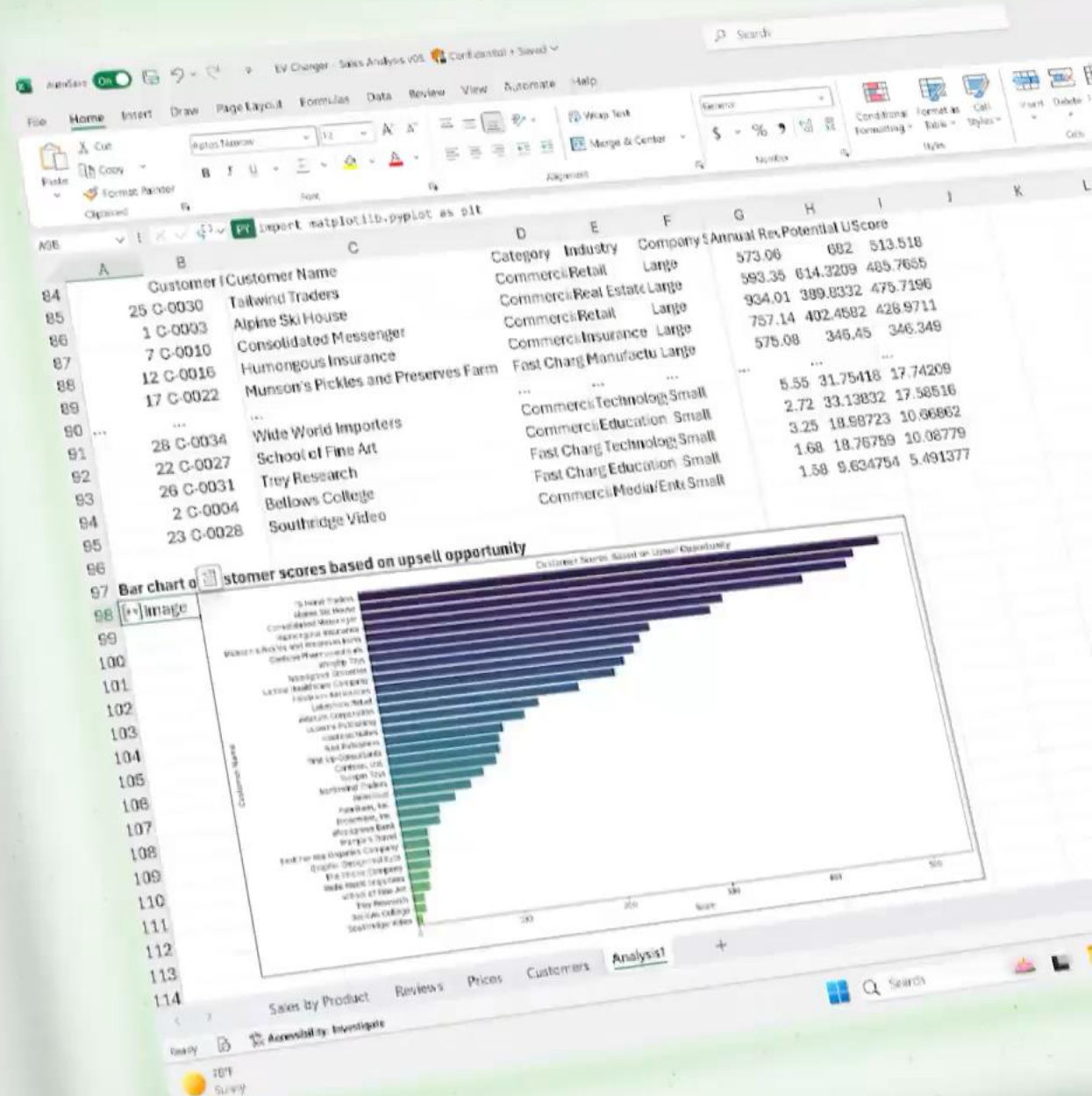
- \$230K revenue shortfall in this quarter
- Inventory 15% surplus (renewable products and recycled n
- Account leads to propose discounting scenarios to lower i
- Proseware was discussed as a leading opportunity

Notes

- ❖ Beth emphasized importance of Proseware negotiation st with offers - this is a must win deal.
- The team identified a new opportunity with Proseware th

Demo Slide

Microsoft 365 Copilot Copilot in Excel with Python





Copilot Chat

Free, secure AI chat

Chat

Web-grounded

Agents

IT controls





Copilot

**Every employee will
have a Copilot**

Works as your personal assistant

Grounded in work content like email,
meetings and documents

The UI for AI



Agents

**Every business process will
have an agent**

AI-powered system with actions,
triggers and knowledge

Works on behalf of employees, teams
and functions

Connected to Copilot or autonomous





Microsoft 365 Copilot

Your AI assistant for work

\$30

Copilot Chat

Free, secure AI chat



Chat

Work-grounded

Copilot in M365 apps

Teams, Outlook, Word, Excel, PowerPoint

Agents

Copilot Control System

Copilot Analytics

Microsoft Copilot plans

● = Included
▲ = Included – Metered

		Commercial Copilot for businesses		Consumer Copilot for individuals	
		Microsoft 365 Copilot Chat	Microsoft 365 Copilot	Microsoft Copilot	Microsoft Copilot Pro
		Free + Consumption	\$30/user/month	Free	\$20/user/month
Chat	Copilot Chat – Web grounded (powered by GPT 4o)	●	●	●	●
	Copilot Chat – Work grounded (work data in your tenant's Microsoft Graph and 3P data via graph connectors)		●		
	Copilot Pages	●	●		
	File upload ¹	●			●
	Code Interpreter ¹	●	●	●	●
	Image generation ¹	●	●	●	●
	AI Features in Designer ¹	●	●	●	●
	Copilot Voice ¹			●	●
Agents	Create agents using Copilot Studio ² , agent builder, and SharePoint	●	●		
	Use agents grounded on web data	●	●		
	Use agents grounded in work data, including SharePoint agents ³	▲	●		
	Use agents that act independently using autonomous actions	▲	▲		
	Use any agent that is externally facing (e.g. public websites)	▲	▲		
Personal assistant	Copilot reasons over personal work data (i.e. Outlook, OneDrive, Teams meeting transcripts and chats)		●		
	Copilot in Teams (Copilot in Meetings and Meeting Recap, insights from screen-shared content coming soon)		●		
	Copilot in Outlook (Prioritize my inbox, schedule focus time and 1:1 meetings, draft agendas, summarize emails)		●		●
	Copilot in Word (Suggestions for structure, flow, and tone, draft and summarize documents)		●		●
	Copilot in Excel (Python, getting started experience, create formulas and visualizations using natural language)		●		●
	Copilot in PowerPoint (Narrative Builder, presentation translation, generate company branded slides or images)		●		●
	Copilot in OneNote (summarize your notes, create actionable to-do lists, and develop plans for events)		●		●
	Copilot Actions		In preview		
Copilot Control System	Pre-built M365 agents (Interpreter, Facilitator, Project Manager, Employee Self-Service Agent) ⁴		In preview		
	Enterprise Data Protection (EDP)	●	●		
	IT management controls	●	●		
	Agent management	●	●		
	SharePoint Advanced Management		●		
	Copilot Analytics to measure usage and adoption ⁵		●		
	Pre-built reports and advanced analytics to measure ROI		●		

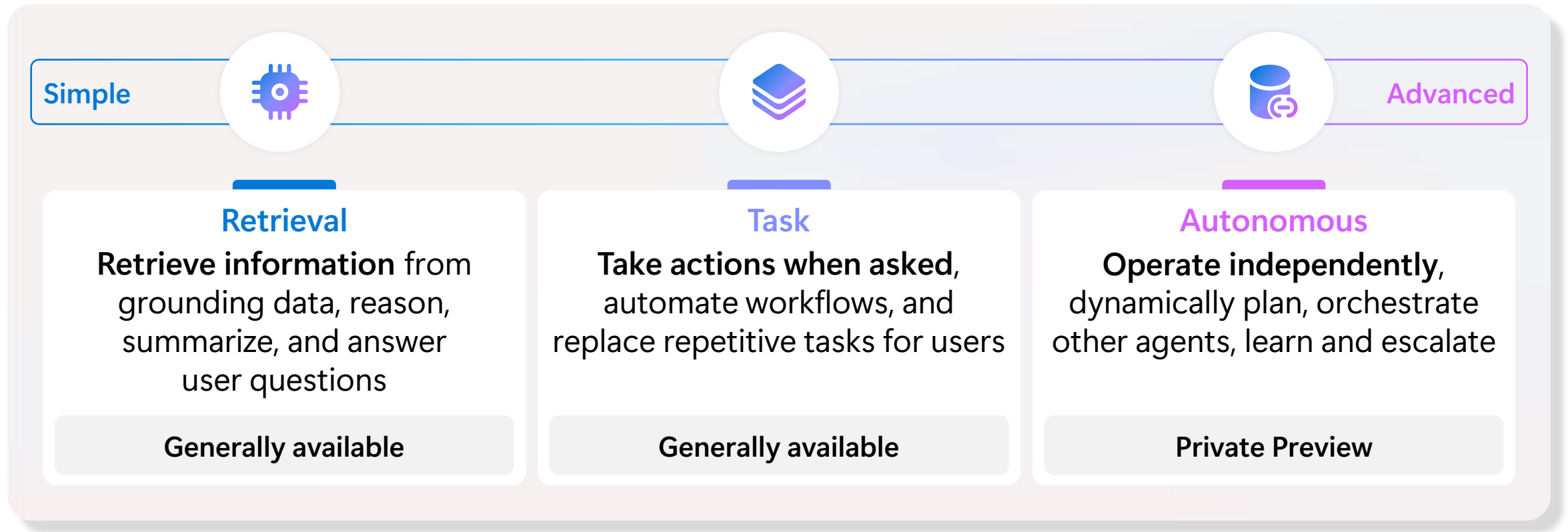
¹ Limits apply. ² Learn about the full capabilities of Copilot Studio: aka.ms/CopilotStudioCapabilities. ³ SharePoint promo offer: 10K SharePoint agent queries per month for organizations with 50 or more M365 Copilot licenses through June 30, 2025, paid for on a consumption basis thereafter.

⁴ Employee Self-Service agent also available in preview for Copilot Chat customers on a consumption basis. ⁵ Basic reporting in Microsoft Admin Center available for Copilot Chat.

Copilot + Agents

What are Copilot agents?

Agents expand Copilot's knowledge and skills or can operate autonomously to complete tasks or automate processes

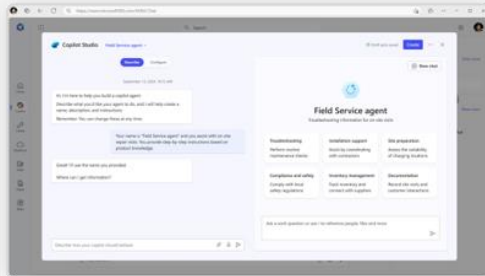


Copilot agents vary in level of complexity and capabilities depending on your need

Agent tooling

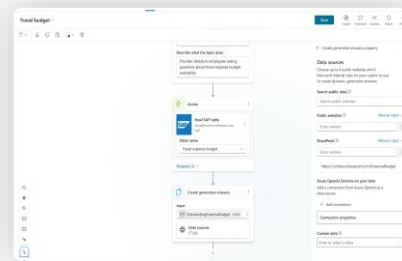


For End Users



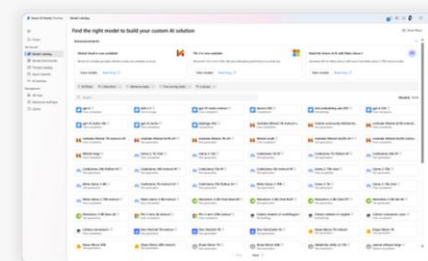
Agent builder

For Makers



Copilot Studio

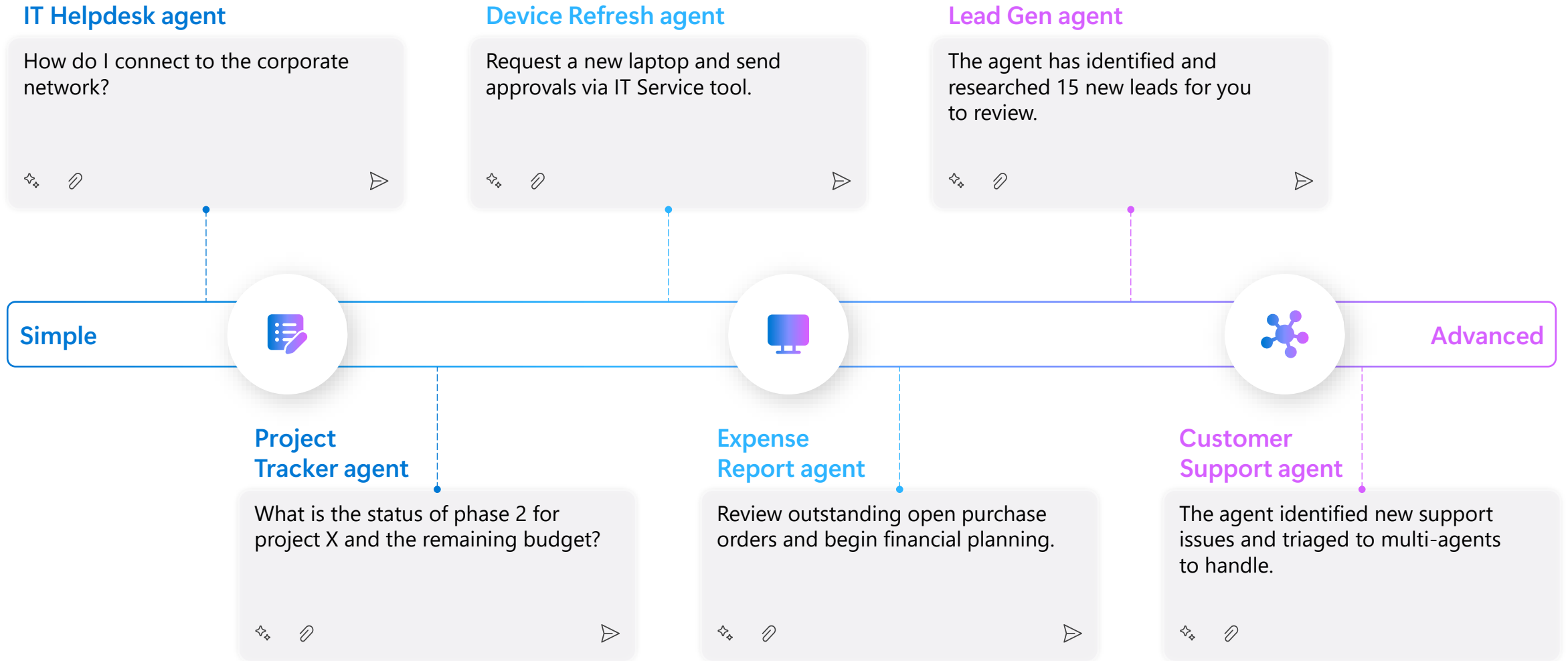
For Developers



Copilot Studio + Azure AI

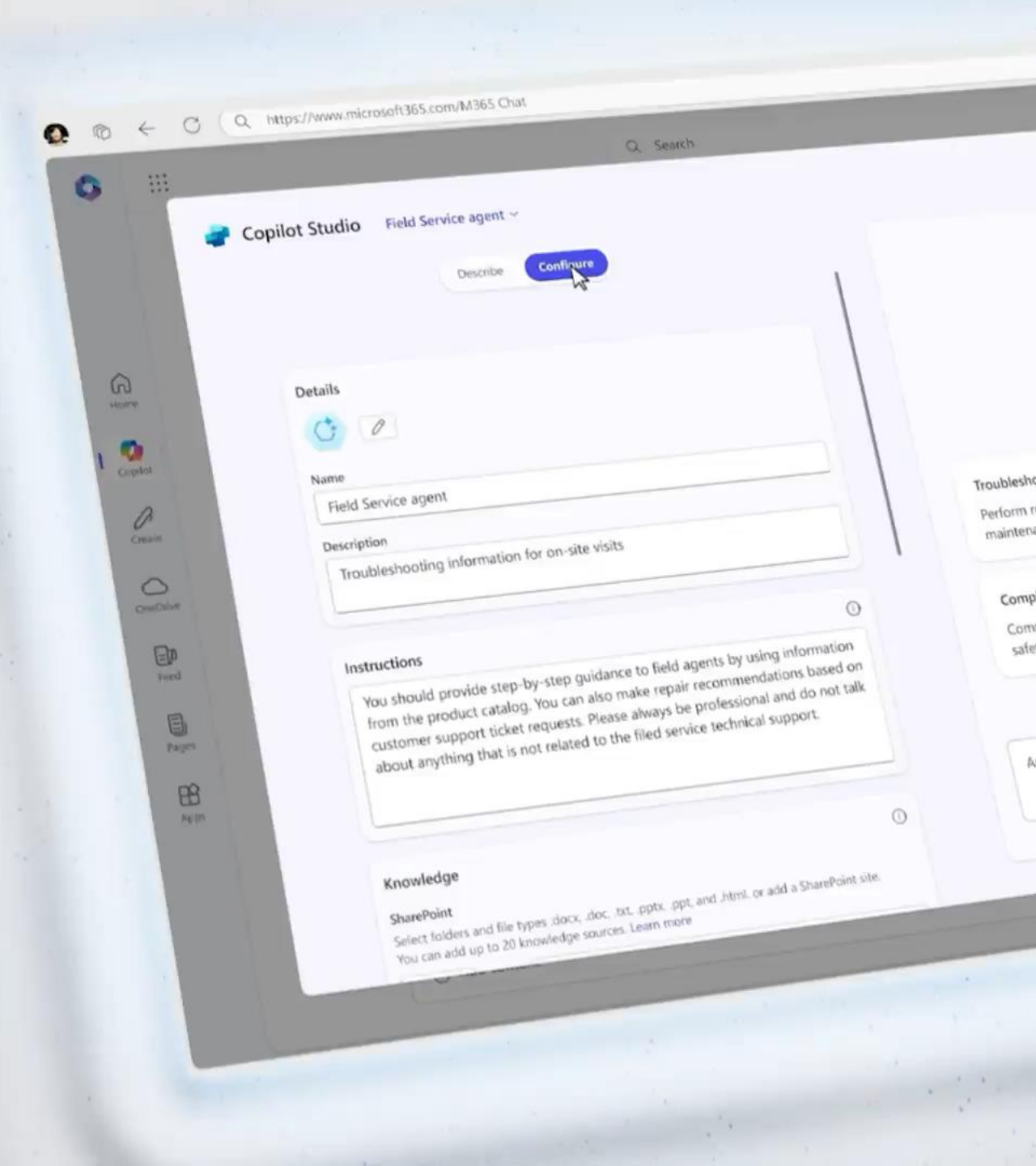


Spectrum of Copilot agents



Demo Slide

Microsoft 365 Copilot Copilot Studio Agent builder



Videolinks

[Introducing Microsoft 365 Copilot | Your Copilot for Work](#)

[Copilot in Outlook | Manage your inbox](#)

[Microsoft 365 Copilot in PowerPoint](#)

[Microsoft 365 Copilot in Excel with Python](#)

[Copilot in Teams and Intelligent recap | After the meeting](#)

[Copilot Studio Agent Builder](#)

